



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PSYCHIATRIC ASSESSMENTS

Effective Date: August 22, 2006

Policy #: PS-04

Page 1 of 3

- I. PURPOSE:** To provide guidelines for assessing patients' psychiatric needs while they are at Montana State Hospital (MSH).
- II. POLICY:** Patients' psychiatric needs will be evaluated in a systematic manner at regular intervals throughout their hospital stay. This information will facilitate prompt and accurate decision making about each patient's care.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Nursing staff is responsible for notifying the psychiatrist of any new admission to the treatment unit as soon as the patient physically arrives on the unit.
 - B. Psychiatrists are responsible for assessing the patient, completing an admission psychiatric evaluation, and charting the progress of the patient per policy standards.
 - C. Admissions staff will send out a list of the patients due for recommitment no later than three (3) weeks prior to the due date.
- V. PROCEDURE:**
 - A. The Admission Psychiatric Evaluation is performed by a psychiatrist within 24 hours of the patient's admission to MSH. This report will include the following information:
 - 1. Identifying data
 - 2. Chief complaint/reason(s) for admission
 - 3. History of present illness
 - 4. Past history (psychiatric, medical, substance abuse, social, family)
 - 5. Mental Status examination

6. DSM IV diagnoses
 7. Determination of patient strengths/assets
 8. Estimated length of stay
 9. Initial Plan for Treatment
- B. Psychiatric reassessments will occur when there are major changes in the patient's condition. Progress notes will be recorded by the psychiatrist responsible for the care of the patient. The frequency of the progress notes is determined by the condition of patient, but will be recorded at least weekly for the first two (2) months and at least once a month thereafter.
- The progress notes will contain recommendations for revisions in the treatment plan as indicated, as well as precise assessment of the patient's progress in accordance with the original or revised treatment plan.
- C. An annual Psychiatric Summary will be completed for each voluntary patient. This report will summarize the following information:
1. Pertinent past history
 2. Hospital course (including response to medications)
 3. Medications
 4. Mental Status examination
 5. DSM IV diagnoses
 6. Treatment Plan
- D. An annual Dangerousness Assessment will be completed for criminally court-ordered patients in lieu of the Annual Psychiatric Summary.
- E. The court reports accompanying recommitment petitions will be completed in lieu of the annual Psychiatric Summary for involuntary patients.

VI. REFERENCES: Hospital Licensure Standards – 482.61

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PSYCHIATRIC ASSESSMENTS

Page 3 of 3

- VII. COLLABORATED WITH:** Medical Staff, Director of Health Information, Director of Nursing Services.
- VIII. RESCISSIONS:** #PS-04, *Psychiatric Assessments* dated March 31, 2003; #PS-04, *Psychiatric Assessments* dated February 14, 2000; H.O.P.P. #PS-01-96-N *Psychiatric Assessments*, October 1, 1996
- IX. DISTRIBUTION:** All hospital policy manuals
- X. REVIEW AND REISSUE DATE:** August 2009
- XI. FOLLOW-UP RESPONSIBILITY:** Medical Director
- XII. ATTACHMENTS:** None

_____/_____/_____
Ed Amberg
Hospital Administrator Date

_____/_____/_____
Thomas Gray, MD
Medical Director Date